

UNITED STATES DISTRICT COURT DISTRICT OF OREGON

ELECTRONIC CASE FILING SYSTEM ATTORNEY/PARTICIPANT REGISTRATION FORM

Live System

This form must be used to register for an account on the Court's Electronic Filing System. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Filing System. The following information is required for registration.

First/Middle/Last Name: _____

Last 4 digits of SSN: _____

OSB ID # (if applicable) _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

Fax Phone Number: _____

Internet E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the US District court for the District of Oregon. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the requirements for filing, viewing, and retrieving case documents are:
 - a. a personal computer, a Pentium PC is recommended, running a standard platform such as Windows 95, Windows NT, or Macintosh
 - b. Adobe Acrobat Reader/Writer 3.0 software to convert documents from a word processor format to a portable document format (PDF)

- c. Macintosh or Windows-based word processor
 - d. Netscape Navigator software version 3.0 or higher
 - e. Internet provider using Point to Point Protocol (PPP) with e-mail access
 - f. Access to a scanner if non-computerized documents need to be imaged.
(Note that native word processor documents are superior to scanned documents, and that large scanned documents produce unworkably bulky files.
3. Pursuant to the Federal Rules of Civil Procedure 11 and the Order Designating Case for Inclusion in the Electronic Case Filing (ECF) System,
- a. Every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) must be signed by at least one attorney of record, or, if the party is not represented by an attorney, all papers must be signed by the party.
 - b. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. An attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The court will immediately delete that password from the electronic filing system and issue a new password.
4. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents, including notice under Fed. R. Civ. P. 77(d) and service under Fed. R. Civ. P. 5(a). The attorney/participant agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.

Please return this form to:

**Clerk, US District Court
1000 SW Third Avenue, Suite 740
Portland, OR 97204-2902
Attention: Systems/ECF**

Date

Applicant's Signature

Notarized: _____